UNC
UNIVERSITY OF NORTHERN COLORADO
School of Nursing

Instructions for applying to the
Traditional and Second-Degree BSN Programs

STEP 1 - Admission to UNC (must be completed first)

In order to be screened for admission to the traditional nursing program, you must <u>first</u> be admitted to the University of Northern Colorado.

- o If you have never attended the University of Northern Colorado, you must apply to UNC
  - o Formal applications to the University are found at www.unco.edu/admissions.
  - o Apply as an undergraduate transfer student seeking nursing.
- o If you are presently enrolled at the University of Northern Colorado or were recently enrolled and withdrew in good academic standing, you need only apply to the School of Nursing.
- o If you graduated with your bachelor's degree from UNC or it has been more than one year since you have attended, you will need to complete the Student Information Form through the UNC Office of the Registrar to reactivate your student account.

TRANSCRIPTS:
You must submit official transcripts from <u>all</u> schools previously attended after high school graduation <u>to UNC</u> if you have not previously done so. These transcripts must:
- Include proof of previous degree (if applicable)
- Include Interim 2018-2019 semester grades (if applicable)
- Include Fall 2018 Semester grades (if applicable)

They must be sent to: Office of Admissions, Carter Hall 3006, Campus Box 10, Greeley, CO 80639 or emailed to UNC.transcripts@unco.edu.

STEP 2 - Application to the School of Nursing

- o Applications must be submitted through NursingCAS.
  No hard copy applications will be accepted.
- o **DUE DATE** for submission of the completed application and ALL MATERIALS is **Sunday, JANUARY 27, 2019 by midnight Mountain Time (MT).**
- o You may submit your application any time before the due date once all of your materials are uploaded and the application is complete and all Fall 18/Interim 18-19 course grades are in.
- o You will have the opportunity to review your online application prior to final submission.
- o **You will receive a confirmation email that your application has been received. Please do not call the School of Nursing to verify that your application was received.**
- o No requests for an application extension will be granted.
- o Repeat applicants must submit all required documents.

A COMPLETE SCHOOL OF NURSING APPLICATION INCLUDES THE FOLLOWING:

1) **Application**
   a) All applications must be submitted through NursingCAS.
      - **All questions must be answered and all appropriate documents must be uploaded to submit your application.**
      - Set up an account with NuringCAS. Please go to www.nursingcas.org to create an account and start the application for UNC Second-degree or Traditional BSN program. ***You may NOT apply to both programs, you must choose one or the other.***
      - The cost to apply to the program through NursingCAS is $50.00 and will be paid to NursingCAS, not the School of Nursing through their online portal. (NursingCAS discounts the price of application if you apply to more than one program—the cost for any additional program is $35.00).

   b) **Resume**
      - Upload a copy of your resume, using the following format.
        - No more than 1 page in length.
        - No smaller than 11 point font.
        - The resume is used only in the event of a tie in admissions scores.

   c) **Personal Essay**
      - Upload your essay answering the following statement:

        1. **Beyond your academic abilities, describe ONE attribute you bring to the nursing profession.**

        NOTE: The essay is limited to 1 page, single-spaced, 12-pt font with 1 inch margins, no longer than 400 words. Essays over this limit will disqualify your application.

        NOTE: You may upload a previously submitted essay to your current application if you applied to the BSN program in previous application cycles. Please ensure that you update the essay response to reflect you at this current time in your career journey.

   d) **Verification of Enrollment for Uncompleted Prerequisite Courses** – You may only be enrolled in a maximum of 4 prerequisite courses at the time of application. All prerequisite courses must be complete by May 10th, 2019 with a grade of 'C' or higher.
      - Upload an official or unofficial transcript verifying enrollment in any uncompleted prerequisite courses during the Spring 2019 semester.
      - Courses taken over a trimester or quarter system that are not completed by May 10th are not acceptable for admission to either summer or fall semester starts. ALL prerequisites for ALL students admitted for summer or fall 2019 must be completed by May 10th, 2019.

e) **Standardized Letters of Recommendation (SLORs)**
- You must have 2 standardized letters of recommendation completed for your application- one from an academic reference and one from a supervisory reference. The letters of recommendation will be in the form of a survey that will be sent to your reference(s) requesting information about your ability to work with others, communication, flexibility, problem-solving skills, and other professional attributes you possess on a 1-5 point scale. The recommendation should not take longer than 10 minutes for your reference to complete.

    - **Academic Reference:** The academic reference must be from someone who has instructed a course you have taken in the past 3 years. It could be from an instructor you had in high school, college, or a vocational school. CNA courses would be acceptable. It can be from an online or on-site course. If you have not taken a course in the past 3 years, then you can submit 2 supervisory references.

    - **Supervisory Reference:** The supervisory reference should come from someone who has had direct oversight of work that you have done in the past. This could come from an employer, work related supervisor, a volunteer coordinator, coach, military commander, etc.

- The recommendations may **NOT** come from anyone who currently works in the UNC School of Nursing. This includes the pre-nursing advisor, program advisor, faculty (including faculty who teach prerequisite courses) or Student Nurses Association advisors. Recommendations may also **NOT** come from other students, friends, or family.
- Directions on how to complete the Standardized Letters of Recommendation (SLORs) will be provided through NursingCAS. There will not be an option for the reference to upload a letter.

- To obtain the recommendations, you will need to input the contact information (name and email address) of the 2 people you would like to complete the recommendation in NursingCAS.

- You may not submit more than 2 recommendations.

f) **HESI Admission Assessment**
- Completion of a HESI Admission assessment is required for application to the nursing program. Four assessment areas/categories will be required:
    o Reading Comprehension
    o Vocabulary and General Knowledge
    o Basic Math Skills
    o Anatomy and Physiology

- You may only take the exam once within the window of **Nov 1, 2018 and Friday, January 25th, 2019, by 5pm.** (Note- If you have taken the HESI exam after Nov 1, 2017 and before Nov 1, 2018, see below for instructions for how to submit your previous scores).

- The cost for the UNC HESI Admission Assessment is: $42.00

- *Directions for taking the HESI Admission Assessment:*

  <u>**At UNC**</u>
  o If you are able to take the test at UNC, please download the instructions for *HESI eCommerce Student Purchase Instructions* (attached to the website application materials)*.*

  o HESI Student Payment and Registration Link: https://hesistudentaccess.elsevier.com/payments.html?PaymentID=13633 Payment ID: 13633

  o Once you have purchased the HESI assessment with the UNC specific information, you will need to call UNC's Career Services testing center to set up a time to take the assessment, 351-2127. Plan on 1 hr for each section you need to take (4 hours for the entire UNC assessment).

  o The fee to take the assessment at UNC's testing center is $25.00.

  o When you arrive to take your assessment, you will need to bring your confirmation of purchase for the exam and a government issued photo ID with a signature. You will also need to bring with you your username and password for your Evolve student account. You will not be allowed to test if there is any discrepancy between what is listed on your Evolve student account and your photo ID.

  o If you require testing accommodations, you will need to contact the Disabilities Support Services (DSS) department at UNC (970-351-2289; diabilitysupport@unco.edu) who will submit a request for accommodations to the testing center. You may not request accommodations for the exam on the day of the exam, but must go through the DSS office. If you need accommodations, please make sure to be sensitive to the time it may take to secure accommodations before you sit for the HESI exam.

  o Once you finish your exam, your scores will automatically be sent to UNC. You do not need to do anything further to send us your scores.

  <u>**At a distance (not at UNC)**</u>
  o If you are taking the test from a distance, please download the instructions for *HESI- UNC-A2-DISTANCE TESTING* (attached to the website application materials). You will need to purchase the HESI exam for UNC and take it through a third party vendor.

  o Specifics for taking the exam are outlined in the attached instructions from Elsevier. You will purchase your assessment and then be sent information to set up your assessment through Prometric, a third party testing center with various locations throughout the country.

  o Please note that you will not use the payment ID noted above for testing at UNC, you will be provided a different department ID that is listed in the instructions.

  o Once you finish your exam, your scores will automatically be sent to UNC. You do not need to do anything further to send us your scores.

  <u>**Previous HESI Examination**</u>

- If you have already taken the HESI assessment for UNC or another nursing program after November 1, 2017 (one calendar year from this application), you may send us your scores from the previous exam. Please download the instructions for *HESI_Transcript_Request_Form* (attached to the website application materials) and submit the form to have your scores sent to UNC.

- You may NOT send us the scores directly. The scores must come directly from Elsevier to be included in your application.

- On the form, please include the following under *Transcript Processing:*

  a. **Institution/School:** University of Northern Colorado, School of Nursing
  b. **Deliver Transcript via:** e-Mail
  c. **ATTN:** Lori Lehmann
  d. **City:** Greeley
  e. **State:** CO
  f. **Zip Code:** 80639
  g. **e-mail:** lori.lehmann@unco.edu
  h. **Fax:** (do not fill this out)

- Please note: if you took the HESI assessment for another program that included more categories than the ones required for UNC application, you can have your assessment sent to UNC and we will only include your subscores for the 4 categories required by UNC listed above.

- If you took the HESI assessment for another program that did not include all 4 categories required by UNC, you may send us your scores from your previous assessment and take the remaining categories through the UNC HESI assessment. When you sit for the UNC HESI assessment, you will register for the exam as above (either at UNC or at a distance), but will only complete the portions of the assessment that you still need to complete.

g) English Proficiency requirement
- If your primary language is not English, or if you are an International student, you will need to include in your application demonstration of English proficiency. One of the following must be included with your application:

  - TOEFL (Test of English as a Foreign Language) scores *or*
  - IELTS (International English Language Testing System) scores *or*
  - Demonstration of successful completion of the Intensive English Proficiency Program at UNC

- Please contact, Dr. Melissa Henry at 970.351.1735 or Melissa.henry@unco.edu to obtain information about how to upload your scores to the application.

- At the time of admission, if a student whose primary language is not English fails to provide documentation of English proficiency with application, they may be required to submit documentation of English proficiency before beginning or during the program. Determination of the need to provide further documentation will occur on a case by case basis by the Assistant Director for Undergraduate Programs in consultation with the Undergraduate Leadership Team and appropriate university resources (i. e. Center for International Education).

h) **Transcripts**

- You must submit official transcripts from ALL schools previously attended into the NursingCAS application platform *(this is in addition to the set of transcripts that were sent to the UNC Admissions Office)*. These transcripts must:
    - Include proof of previous degree (if applicable)
    - Include Interim 2018-2019 semester grades (if applicable)
    - Include Fall 2018 semester grades (if applicable)